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Approved For Release 2005/11/17 : CIA-RDP58-00039A000200010097-4

*Office Memorandum* • UNITED STATES GOVERNMENT

TO : Chief, Operations School

DATE: 24 August 1955

FROM : AO/OS/TR

SUBJECT: Weekly Progress Report #34

A. SIGNIFICANT ITEMS

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Chief, OS/TR, agreed that [ ] who will instruct the [ ] courses, could go [ ] in mid-September instead of 3 October, but he did not feel the present program justified a request [ ] for a third instructor, nor

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C. ADMINISTRATIVE.

1. [ ] formerly with the office of the Registrar, OTR, reported to AO/OS for duty on 23 August. For the next two weeks [ ] will devote three days each week to AO/OS and two days to the Registrar's office. On 6 September she will be assigned permanently to the office of AO/OS. It is presently planned to have [ ] handle the processing of cables as her major function. The volume of cables--from 6 June through 23 August, 842 cables were received in OTR-- and their processing requires considerable time. Only a small proportion of them are routed to C/OS, and even a smaller percentage to DTR and DDTR. However, in order to screen them so that those of interest can be transmitted, it is necessary to check references and maintain an up-to-date file for easy reference. Agency regulations also require that a record be kept of the receipt of all cables (especially those highly classified-- [ ] and a record of those destroyed.

2. [ ] recently assigned to AO/OS, is now familiarizing himself with all training materials available in OTR, sanitization of those materials to be transmitted overseas, and the preparation of memoranda of transmittals to the operating divisions. An index of training documents and materials, under subject headings, their evaluation by members of OTR or DDP, and their usefulness to overseas training programs, is also being started.

a. In connection with the process of sanitization of lesson plans and other materials, it would appear that consideration should be given either to those in great demand being prepared originally so sanitization is unnecessary, or, if that is impossible, the preparation of sanitized versions for shipment overseas. Requests for certain materials are received constantly, and valuable time is consumed in sanitizing them. Also, the document transmitted has often been cut to such an extent that it would be usable for only a short period. Since certain categories of personnel (staff, indigenous security and intelligence services, indigenous agents, etc) are cleared for different classification, some sanitization will, of course, always be necessary, but not to the extent now being required.